



## *Be part of the greatest Holiday Show in town!*

We are pleased to invite you to participate in our Annual Mistletoe Magic Holiday Gift Show scheduled Saturday, November 12, 2016 at the Crystal Coast Civic Center, Morehead City, NC. This one-day show has been very successful for many and attracts over 1000 people. Exhibitors come from near and far to showcase their merchandise. Categories include but not limited to floral, quilts, art, children's items, dolls and accessories, basketry, clay items, fine art, glass and stained glass, jewelry, photography, pottery and ceramics, wearable art, scarfs, candles, wood and more.....

The majority of the booths are 10X10 and space is expected to sell out quickly. Included in your space is one 8-foot table, two chairs, back and side drapes. We encourage you to reserve your space promptly. A floor plan and application is enclosed. Please return the application and a photo of your product, if you are a new vendor, to the Civic Center office. We do accept both commercial and handmade crafts.

We hope you will take this opportunity to join us and meet potential customers, network with fellow exhibitors and sell your products.

Exhibitor Move-In:	Friday, November 11th	3:00pm-8:00pm
	Saturday, November 12th	7:00am-8:30am
Show Hours:	Saturday, November 12th	9:00am-4:00pm
Exhibitor Move-Out:	Saturday, November 12th	4:00pm-8:00pm



## Show Policies

This show is managed and produced by the Crystal Coast Civic Center of Carteret County.

Mistletoe Magic is an exhibition which combines traditional and non-traditional crafters, as well as commercial and retail vendors. Management will be as efficient as possible to place exhibitors for the best interest of the Show.

### **DATES AND HOURS:**

Friday, November 11 - Move-In: 3:00pm-8:00pm

Saturday, November 12 - Move-In: 7:00am-8:30am

Saturday, November 12 - Show Time: 9:00am-4:00pm

Saturday, November 12 - Move Out: 4:00pm-8:00pm

- Exhibitors are required to be in their booths 30 minutes prior to the show opening. Doors open to vendors at 7:00am. All setup must be complete by this time.
- Exhibitors are not allowed to break down prior until the end of the show at 4pm on Saturday.

### **PUBLIC ADMISSION:**

Adults: \$4.00

Seniors (60+) \$3.00

Children under 12 FREE

### **APPLICATIONS:**

Must be filled out completely and mailed with payment. Please print clearly. An email confirmation will be sent to the contact person listed on the application.

### **NC Sales Tax:**

Each Vendor must provide on the application a current NC Sales & Use Tax Number or Certificate of Registration number. Each vendor is responsible for collecting and paying all North Carolina Sales Tax. If you do not have an existing Sales & Use tax number, the application for a Certificate of Registration (Form NC-BR) can be completed electronically or by mail. The application is free. When completing the online application, the Certificate of Registration is available immediately. To apply via US Mail, the expected turn-around time could be up to 10 days. For more information and access to the application:

[www.dorncc.com/electronic/registration/index.html](http://www.dorncc.com/electronic/registration/index.html). A copy of the certificate should be submitted with vendor application.

### **CANCELLATIONS:**

Payments on contracted space are nonrefundable unless the show is cancelled.

**NAME BADGES:** All vendors will receive two name badges. Please wear the name badge during the show.

### **VENDOR CATEGORIES:**

Due to the high volume of interest from potential vendors, Civic Center management must limit the number of participants with the same type of products in each category. Selection is based on first come first serve - at the management discretion.

### **BOOTH FURNITURE AND ACCESSORIES**

Most booths are 10ft wide X 10ft deep (a limited number of other variety booth sizes are available). No vendor set-up shall exceed 12 feet in height. Booth includes a white 8-foot high back drape and two 3-foot high side rails. Hanging heavy articles on back or side drapes is prohibited. Vendors must provide any needed structure for hanging merchandise. The use of a 10X10 tent frame without side panels is permitted – if using a tent with a fabric top, a manufactory tag notating 'flame retardant material' must be visible. The use of tents with side and roof panels is permitted for outside vendors. Tent spaces are limited.

### **EXHIBITOR PROPERTY INSURANCE**

Management carries no insurance on exhibitor's property and will not be liable for loss or damage to exhibitor property. Vendors will not hold the Civic Center, County of Carteret or Carteret Community College responsible for claims, losses, fees, damages or expense.

### **CRYSTAL COAST CIVIC CENTER REGULATIONS**

- a. No propane gas bottles are permitted.
- b. All decorating materials must be fire-resistant. Tent frames are allowed within the booth space.
- c. The client is responsible for bringing needed accessories to decorate, such as: zip ties, hooks, clips, **extension cords (minimum size 14 gauge, UL listed with ground, NO household extension cords allowed)**.
- d. Nails, tape, thumb tacks or pins are not permitted in the walls, on tables or curtains.
- e. The CCCC is a smoke free environment. There are designated areas outside in the back of the building for smoking.
- f. The continuous playing of music by vendors is prohibited.
- g. Soliciting in the aisles is prohibited. Exhibitors must sell from within booth space.
- h. All booths must be staffed during the entire show.

### **MANAGEMENT**

Management reserves the right to prohibit entrance to the Crystal Coast Civic Center and its premises and to remove from the Civic Center and its premises any person or object which Management deems not to be within the best interest of visitors to the Mistletoe Magic Holiday Gift Show. Management further reserves the right to prohibit any activity or an exhibitor which, in the opinion of Management, interferes with the right of the visitors or other exhibitors. Failure of an exhibitor to comply with the rules and regulations of the MISTLETOE MAGIC SHOW may result in the removal of the exhibitor's booth from the premises during the show. In the interpretation of the rules and regulations governing MISTLETOE MAGIC, Management shall be the sole arbitrator.

### **SECURITY**

Management will employ reputable and competent staff for the course of the Show, but assumes no responsibility for loss or damage by any cause. Exhibitors are reminded this is an open booth show and the primary responsibility for the safeguarding of merchandise is the exhibitor's.

### **HOTEL SPONSOR**

**The Hampton Inn Morehead City, Holiday Inn Express and The Bask Hotel** are the hotel sponsors offering exhibitors a discount on overnight rates. Please call the following and tell them you are a Mistletoe Magic Holiday Gift Show Vendor:

Hampton Inn: 252-240-2300 located less than a mile west of the Civic Center. (4035 Arendell St., Morehead City, NC 28557)

Holiday Inn Express & Suites: 252- 247-5001 located 3 miles west of the Civic Center. (5063 Executive Drive, Morehead City, NC 28557)

The Bask Hotel: 252-499-9200 located 2 miles east of the Civic Center (814 Shepard Street, Morehead City)



Thank you!

**MISTLETOE MAGIC HOLIDAY GIFT SHOW  
NOVEMBER 12, 2016  
CONTRACT APPLICATION FOR EXHIBIT SPACE**

**PLEASE PRINT CLEARLY** and return with payment to:  
Crystal Coast Civic Center • Post Office Box 680 • Morehead City, NC 28557

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**North Carolina Sales & Use Tax or Certificate of Registration Number:** \_\_\_\_\_

I AM A PREVIOUS EXHIBITOR FROM 2015 \_\_\_\_\_ I AM A NEW EXHIBITOR \_\_\_\_\_

Requested Exhibit Space(s) 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_  
(Show staff has final decision of booth appointment)

Standard exhibit space is 10 feet wide and 10 feet deep with a white 8ft back drop and 3ft side panels.  
A limited number of smaller and larger booths are available upon request.

**Please mark all that apply:**

_____ Standard Booths (10X10)	\$100.00 (1 8ft table and 2 chairs)	\$ _____
_____ Corner Booth additional	\$ 25.00	\$ _____
_____ Booths #3,8,53,59,62 (10X15)	\$150.00 (1 8ft table and 2 chairs)	\$ _____
_____ Small Booths (8X8)	\$ 80.00 (1 6ft table and 1 chair)	\$ _____
_____ Lobby Booth (10x15)	\$225.00 (1 8ft table and 2 chairs)	\$ _____
_____ Lobby Booth (6ft space)	\$125.00 (1 6ft table only)	\$ _____
_____ Outside Booths (10X10)	\$60.00-\$100.00 (1 8ft table and 2 chairs) (Rain or Shine, no electricity)	\$ _____

**Extra's if needed:**

_____ Electrical Outlet	\$ 25.00 each	\$ _____
_____ Additional Table (s)	\$ 10.00 each	\$ _____
_____ Table Cloth/Skirting	\$ 35.00 each	\$ _____

<b>Grand Total:</b>	\$ _____
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Please mark the following if it applies to your space needs:

\_\_\_\_\_ Do not need Civic Center tables (Vendor will be using their own)  
\_\_\_\_\_ Need Table Cloth & Skirting \$35 each  
\_\_\_\_\_ Vendor is Bringing a 10X10 Tent frame (Inside only) or \_\_\_\_\_ 10X10 tent (outside)

Exhibitor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR BOOTH SPACE**  
**Crystal Coast Civic Center**  
**3505 Arendell St.**  
**Morehead City, NC 28557**  
**Phone: 252-247-3883 Fax: 252-247-5386**  
**\*Application and fees are required in order to**  
**secure booth space**

**PRODUCT DESCRIPTION & NON-RETURNABLE PHOTOS OF ALL ITEMS SOLD MUST ACCOMPANY THE APPLICATION.**

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**CREDIT CARD PAYMENT AREA: (payment due with contract)**

**Please charge my card: \$**\_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Expiration** \_\_\_\_\_

**Card Type:** Master Card \_\_\_\_\_ Visa \_\_\_\_\_ V-Code \_\_\_\_\_ (the 3-digit number on the back of card)

**Cardholder Name:** \_\_\_\_\_

**Cardholder Address:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

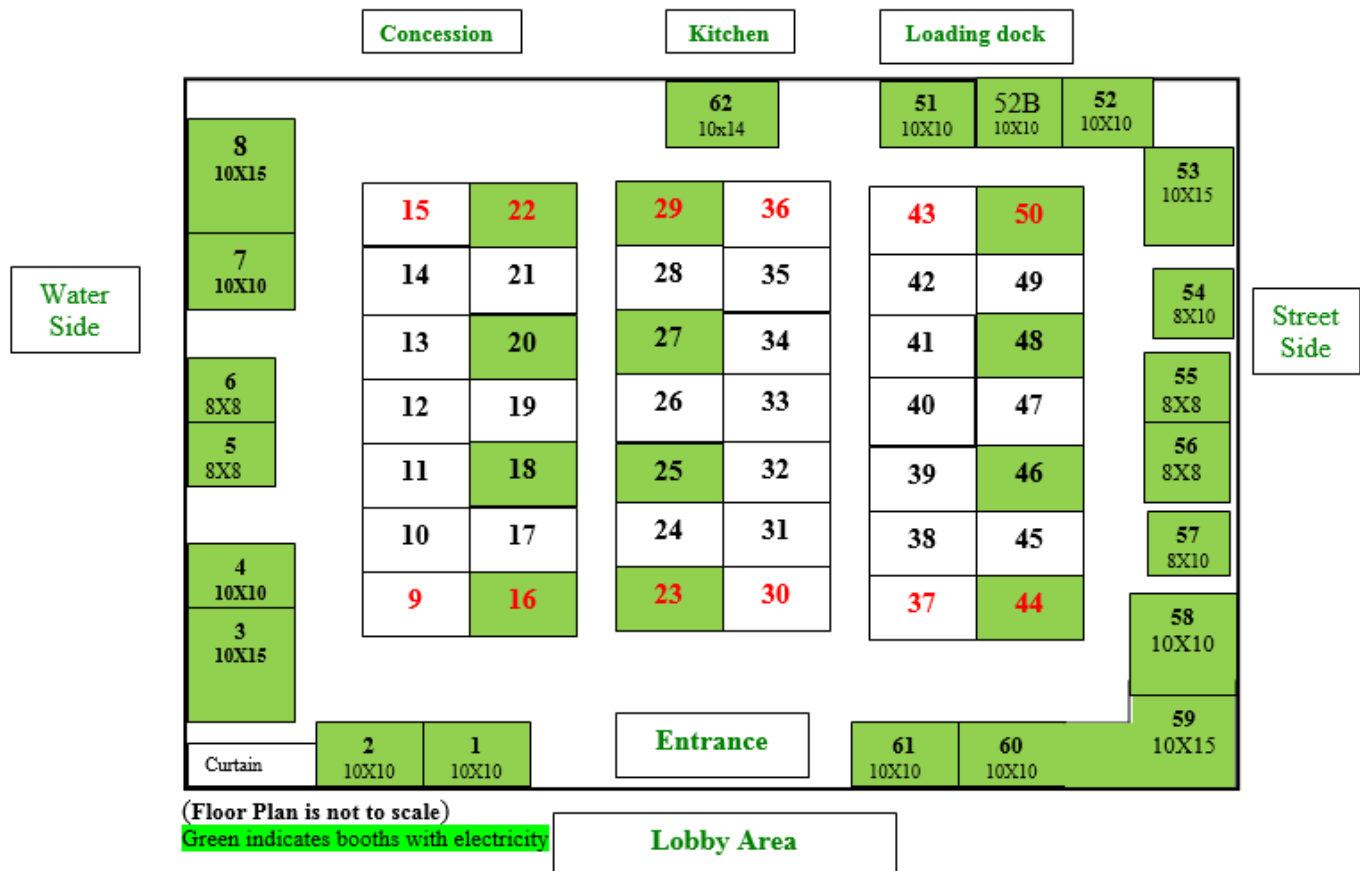
**Post Office Box 680, Morehead City, North Carolina 28557**

**Telephone: 252-247-3883 Fax: 252-247-5386**

**[www.crystalcoastcivicctr.com](http://www.crystalcoastcivicctr.com)**

*Mistletoe Magic  
Holiday Gift Show*

*Saturday November 12, 2016*



## Booth Space Rental Information

Standard Booths (10X10)	\$100 (Includes: 1 8ft tables, 2 chairs)
<b>Corner Booth - additional</b>	<b>\$ 25</b>
Booth#: 3, 8, 53, 59 & 62 (10X15)	\$150 (Includes: 1 8ft tables, 2 chairs)
Small Booths (8X8)	\$80 (Includes: 1 6ft table, 1 chair)
Lobby Booths (6X6) / (10X15)	\$125 (1 6ft table) / \$225 (Includes: 1 8ft tables, 2 chairs)
Outside Booths (size vary)	\$60-\$150(Rain or Shine, no electricity, 1 8ft table, 2 chairs)
Electrical Outlet	\$25 each Additional Table(s): \$10 each
Table Linen/Skirting	\$35 each (Must be pre-ordered)

Tent frames **ONLY** are permitted but must be contained within booth space – no side panels.  
(Limited spaces for tents)